

Title: <b>Section Head - Geographic Information Systems</b>	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Section Head - Geographic Information Systems	Prior Effective Date: August 24, 2007	Grade: XVIII	Page: 1 of 1

**CHARACTERISTICS OF WORK**

This position is responsible for performing administrative and supervisory work in the overall operations of the GIS Section of the Environmental Division. The GIS Section Head must be aware of the spatial information needs of the Division and the resources that are needed to comply with the NEPA requirements pertaining to highway modification or construction.

**EXAMPLES OF WORK**

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Supervise the staff of professional and technical employees in the GIS Section.
- Delegate job assignments within the GIS Section.
- Oversee all technical and applied work with GIS technologies as they relate to the NEPA process.
- Develop GIS methodologies and workflow as they relate to the NEPA process.
- Assign, monitor the development, and supervise the implementation of GIS technologies as they pertain to environmental assessment.
- Provide technical and applied training and guidance within the GIS Section.
- Work closely with other sections of the Environmental Division to determine and meet their GIS needs.
- Monitor and implement current trends in GIS technologies and data availability.
- Coordinate technology and data with other federal, state and local entities.
- Coordinate GIS data sharing with other Divisions within the Department.
- Oversee the technical and applied development of Environmental Division databases.
- Create and document methodologies for building new GIS databases.
- Oversee GPS field collection techniques and subsequent data integration into the Environmental GIS.

**MINIMUM REQUIREMENTS**

The educational equivalent to a bachelor's degree from an accredited college or university in geography, GIS, or a related field from an accredited college or university and eight years experience in a related field. Thorough knowledge in NEPA process and related federal and state regulations. Demonstrated leadership and five years experience in environmental-related GIS. Experience in GIS as it applies to the NEPA process. Direct knowledge and experience with Department files and databases. Experience with technical and applied GIS technologies used by the Department and a strong understanding of database design and use. Technical and applied experience with coordinate systems, GPS technology and cartographic design. Ability to effectively solve problems and respond to change that may arise during the course of project development. Solid public speaking, written and verbal communication skills. Valid driver's license. Statewide travel.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*